

New Mexico Highlands University
Board of Regents Special Meeting
Margaret J. Kennedy Alumni Hall
NMHU Main Campus
Las Vegas, New Mexico 87701
April 15, 2016 at 10:00 a.m.

1. Call to Order – Chairman Sanchez
2. Roll Call
3. Approval of Agenda for April 15, 2016
4. President’s Report – Dr. Sam Minner
5. Strategic Enrollment Management – Dr. Edward Martínez
 - A. Las Vegas Recruitment Initiative
6. Finance and Administration – Mr. Max Baca
 - A. FY17 Budget – Action Item
 - B. Code of Conduct – Action Item
 - C. FY16 Restricted and Unrestricted BARs – Action Item
 - D. Clarification on Tuition Motion – Action Item
 - E. Contract Extension for Auditing Services – Action item
 - F. Contract for Enrollment Management Services (over \$500,000) – Action Item
 - G. Disposition of Surplus Property – Action Item
 - H. Other
7. Executive Session – (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, of or investigation or consideration of complaints or charges against any individual or public employee; (2) bargaining strategy preliminary to collective bargaining; (3) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant; and (4) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)(7)&(8).
8. Public Action as Necessary on Closed Session Discussions – Action Item
9. Matters of the Board
 - A. Board of Regents Policy Manual Section XIII – Action Item
 - B. Subcommittee Appointment
10. Adjournment

**New Mexico Highlands University
Board of Regents Special Meeting
April 15, 2016**

The New Mexico Highlands University Board of Regents held a special meeting on April 15, 2016 in the Margaret J. Kennedy Alumni Hall on the New Mexico Highlands University main campus in Las Vegas, New Mexico. Chairman Sanchez called the meeting to order at 10:15 a.m.

Attendance

Board Members Present: Ms. Ryan Andrews-Armijo, Mr. Frank Marchi, Ms. LouElla Marr-Montoya, Ms. Sandra Turner, and Mr. Leveo V. Sanchez

Administrative Personnel Present: Dr. Sam Minner, President; Dr. Teresita Aguilar, Provost/Vice President of Academic Affairs; Mr. Max Baca, Vice President for Finance & Administration; Dr. Edward Martínez, Int. Vice President for Strategic Enrollment Management; and Ms. Theresa Law, JD/CFRE, Vice President for Advancement

Others Present: Dr. Brandon Kempner, Faculty Senate Chair; Ms. Elizabeth Ratzlaff, Staff Advisory Senate President; Mr. Joseph Dominguez, ASNMHU President; and Ms. Carolina Martínez, Executive Administrative Assistant; and numerous individuals in the audience, including faculty, staff, students, community representatives, and media. The meeting was broadcast over the KEDP Radio Station.

Approval of the April 15, Meeting Agenda

Mr. Max Baca requested moving Code of Conduct – Action Item before Contract Extension for Auditing Services – Action Item.

Regent Turner moved to approve the Board meeting agenda for February 15, 2016 with the change requested by Mr. Baca. Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

President's Report – Dr. Sam Minner

President Minner informed the Board of the following:

- He is working with a benefactor to bring students, from the Midwest, to Highlands.
- As determined at last week's Board meeting, the university is going to work to accrue all additional available funding for the HIPs Grant which would be \$286K. Highlands would have to raise half of that amount. If successful, we would have an excess of \$1 million in our corpus.
- Mr. Joe Anders was hired as the new Interim Women's Basketball Coach.
- The HU VATOS play in California this weekend. If they win, the team will head to Denver to play in the finals. It is likely they will make it to Nationals again this year. If they do make it to Nationals, a campus Watch Party will be scheduled.
- He has asked Ms. Law to organize a fundraiser to cover the VATOS travel expenses.
- He and Joan hosted a dinner for the Student Ambassadors last night to thank them for their commitment to Highlands and HU recruitment. They suggested chartering a bus to

Philadelphia to cheer on the VATOS as they attempt to defend their National championship title.

- There is high enthusiasm for the Campus Life Initiative. Ms. Kimberly Blea, Interim Dean of Students, formed a Campus Life Initiative Committee which includes students, faculty and staff (with the majority of the members being students) to work on scheduling the events.
- He and Joan plan to attend the HU at the Zoo alumni event tomorrow. Approximately 250 alum and their families have signed up for the event.

Regent Marr-Montoya requested an article on the faculty and student who presented in Athens Greece as part of an NSF grant be written.

Strategic Enrollment Management – Dr. Edward Martinez

Las Vegas Recruitment Initiative

Dr. Martinez reported that the university held its 1st Annual Scholars Day on April 21, 2016. Over 60 student and their families (220 people in total) were on campus. He asked faculty to set up tables in the SUB to recruit student to their programs. He invited faculty and student club members to have dinner and conversation with the prospective students and their families.

Dr. Martinez and staff from the Recruitment Office are working to develop a Las Vegas Recruitment Initiative (**Attachment A**):

- To increase Highlands' reputation in our local schools
- Better inform local teachers and counselors of the quality programs we offer at Highlands
- Increase the interaction between Highlands' students/faculty and students from the area
- To get students from Robertson and West Las Vegas Schools to think seriously about selecting Highlands as their college of choice.
- Dr. Martinez indicated that he is working with Mr. Clifford to have local student athletes interacting with our student athletes.
- Dr. Martinez stated that this initiative will serve as a template for reaching out to our more regional schools.

He is partnering with University Relations to ensure that Highlands has appropriate recruitment materials including; hard copy material, electronic material, and social media information.

Regent Marr-Montoya suggested changing the name of the program to: Las Vegas High Schools Recruitment Initiative.

FY17 Budget – Action Item

Mr. Baca thanked Mr. Patrick Alarid, Budget Director, and Ms. Gayle Martinez, Restricted Funds Manager, for their assistance preparing the BAR's.

Mr. Baca gave an in-depth FY17 budget (**Attachment B**) report which consisted of: \$52.3 million in unrestricted funding and \$6.2 million in plant funds. He noted that these funds will drop upon completion of the Trolley Building renovations. The budget includes \$14.4 million of beginning balances.

Regent Andrews-Armijo asked if the tuition increase would be implemented this summer semester. Mr. Baca responded yes, all new tuition and fees increases are always implemented for the summer semester.

Dr. Martinez added that work study information would be included in the student financial aid letters.

Mr. Baca requested approval of the FY17 budget with contingencies. He indicated that he would work closely with Regent Marchi, Chair of the Board of Regents Finance & Administration Committee to finalize the budget before it is submitted to the Higher Education Department.

Regent Turner moved to accept the FY17 Budget with contingencies as requested by Mr. Baca. Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

FY16 Restricted and Unrestricted BARs – Action Item

Mr. Baca presented the FY16 Restricted and Unrestricted BAR's.

Mr. Baca informed the Board that the FY16 Unrestricted BAR required some fine tuning and requested Board approval of the Unrestricted BAR with minor corrections.

Regent Marchi moved to approve the FY16 Unrestricted BAR with minor revisions (**Attachment C**). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Regent Marchi moved to approve the Restricted BAR (**Attachment D**) as presented. Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Clarification on Tuition Motion – Action Item

Mr. Baca is requesting clarification on the tuition increase approved at the Board of Regents meeting held on April 8, 2016.

The administration is recommending approval of the following:

- A flat tuition rate of 6% for the 2015-2016 full-time freshmen cohort
- Elimination of a separate international tuition rate
- Exclude senior citizens and dual credit students from paying the \$75/semester Campus Life Initiative Fee.

Regent Turner moved to accept the recommendation as stated: to impose a flat tuition rate of 6% for the 2015-2016 full-time freshmen cohort; eliminate the separate international tuition rate; and exclude senior citizens and dual credit students from paying the \$75/semester for the Campus Life Initiative Fee. Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Code of Conduct – Action Item

Mr. Baca informed the Board that the Employee Code of Conduct requires Board approval every 4 years. No changes were made to the Code of Conduct since it was approved in FY14.

Regent Marr-Montoya moved to accept the Code of Conduct as presented (**Attachment E**). Regent Andrews-Armijo seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Contract Extension for Auditing Services – Action Item

Mr. Baca recommended extending the auditing contract with Atkinson & Company, Ltd. for an additional year. We will need the State Auditor's final approval before services may begin.

Regent Marchi stated that he was pleased with this year's audit performed by Atkinson.

Regent Marr-Montoya moved to approve the 1-year contract extension with Atkinson & Company (**Attachment F**). Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Contract for Enrollment Management Services (over \$500,000) – Action Item

Ruffalo Noel Levitz (RNL) won a 4-year contract. They will provide recruitment, enrollment, and retention consulting; student satisfactory inventory; mid-year student assessments.

Mr. Baca stated the Mr. Michael Saavedra, Purchasing Director, has certified and approved the RFP and firm's selection.

President Minner reported that there are some minor contract details that need finalization.

Regent Marchi moved to approve the contract with Ruffalo Noel Levitz with further negotiations between the university administration and the firm (**Attachment G**). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Disposition of Surplus Property – Action Item

The administration is recommending approval of the disposition of surplus property which included 728 outdated library books and 4-5 cords of wood.

Regent Marr-Montoya moved to approve the Disposition of Surplus Property to include outdated books and 4-5 cords of wood. Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Other

NMHU is in the final stages of negotiating an athletic sponsorship contract.

Executive Session – (1) limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation of, or the investigation or consideration of complaints or

charges against an employee; (2) bargaining strategy preliminary to collective bargaining; (3) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant; and (4) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)(7)&(8). Regent Marchi moved to enter into executive session for the sole purpose of discussing the items listed. Regent Turner seconded. A roll call was taken; voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion carried. The Board entered into executive session at 11:46 a.m.

Regent Marr-Montoya moved to return to open session. Regent Marchi seconded. Regent Marr-Montoya stated for the record that only those items specified under the executive session were discussed and no action was taken by the Board. Regents present confirmed. A roll call was taken and voting in favor of retuning to open session were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez. Motion carried unanimously and the Board returned to open session at 12:39 p.m.

Public Action as Necessary on Closed Session Discussions – Action Item

No action was taken.

Matters of the Board – Action Item

Board of Regent Policy Manual Section XIII – Action Item

Regent Turner moved to approve the Board of Regents Policy Manual Section XIII as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

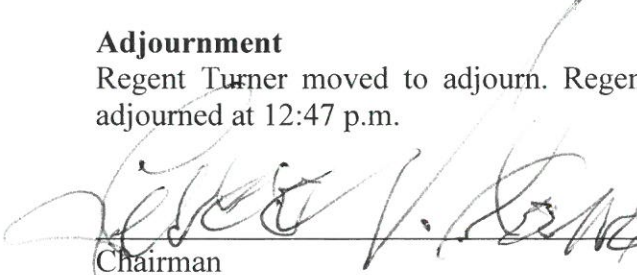
Board of Regents Subcommittee Appointments

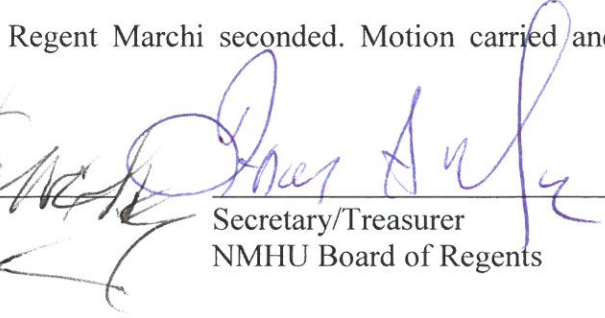
Chairman Sanchez made the following committee appointments:

- Regent Marr-Montoya, Chair of the Academic Affairs Committee
- Regent Marchi, Chair of the Finance & Administration Committee
- Regent Turner, Chair of the Student Affairs Committee
- Regent Andrews-Armijo to sit in on the Student Affairs Committee

Adjournment

Regent Turner moved to adjourn. Regent Marchi seconded. Motion carried and the meeting adjourned at 12:47 p.m.


Chairman
NMHU Board of Regents


Secretary/Treasurer
NMHU Board of Regents